



Civilian Human Resources Agency



NAF Timeline for Debt Notification and Waiver Process

**Phase 1
Debt
Notification
and Waiver
Process
completed**

June-September 2013

- NAF HR Officer submits approved waiver memo to NFS/CAO immediately upon receipt.
- NFS/CAO receives waiver approval and updates employees' record.

18 June - 30 September 2013

Upon receipt of Letter of Indebtedness:

- Employees prepares memo requesting waiver to D,FMWR and GC for approval
- Recommend submitting waiver request ASAP
- D,FMWR and GC reviews /approves waiver request s and forwards a copy to the NAF HR Officer.

28 May thru 17 June 2013

- NFS and CAO begins computing and mailing Letter of Indebtedness to the affected employees.
- NFS/CAO (Korea-Office) has approved to delayed collection of indebtedness for 90 days to allow employees time to prepare waiver requests.
- Appeal process will be outlined in the Letter of Indebtedness.

24 May 2013

NAF HRO-submits Memo signed by GC to stop LQA and SF 1190 to start one year extension of LQA to NFS.

**Debt
Notificatio
n and
Waiver
Timeline
for
NAF
employees**

(As of 23 May 2013)